

**REQUEST FOR PROPOSALS
ARCHITECTURAL PLANNING / DESIGN SERVICES
RFP# 2010-3**

The District is requesting qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide a full proposal for architectural planning and design services to the District for new construction and modernization of White Hill Middle, Brookside Elementary, Manor Elementary and Wade Thomas Elementary Schools.

Respondents to this RFP should mail or deliver Five (5) bound copies, One (1) unbound copy and One (1) electronic copy on CD or DVD of their Submittals, as further described herein, to:

Ross Valley School District
110 Shaw Drive
San Anselmo, CA 94960
Attn: Eileen Rohan, Superintendent

ALL RESPONSES ARE DUE BY 4:00P.M., ON DECEMBER 13, 2010.

FAX OR EMAIL RESPONSES WILL NOT BE ACCEPTED.

If you have questions regarding this RFP, questions must be submitted in writing on or before December 7, 2010 at 5:00 p.m. and answers will be posted on the District website by 2:00 p.m. on December 9, 2010. Questions may be sent to Bret Joyner at (415) 454-2162 or bjoyner@rossvalleyschools.org.

REQUEST FOR PROPOSALS

BACKGROUND

The Ross Valley School District is an elementary school district (grades K-8) serving the central Marin communities of San Anselmo, Fairfax, and Sleepy Hollow. The district includes four schools: Brookside Elementary School (Lower campus, grades K-2 and Upper campus, grades 3-5), Manor Elementary School and Wade Thomas Elementary School, all serving grades kindergarten through 5th grades and White Hill Middle School for grades 6th, 7th and 8th. For the 2009-2010 school year district enrollment was 1,973 students, being the fourth consecutive year of enrollment growth. The District is seeking Submittals under this Request for Proposals ("RFP") from experienced entities to provide full architectural services ("Project Architect") through the design and construction phases of the District's 2010 Measure A Bond Program ("Project").

This RFP defines the design services sought from the Project Architect and generally outlines the Program requirements. Briefly stated, the District is seeking experienced and proven design professionals to provide planning, programming and design services on the Project that will enhance the operational objectives of the District. The District reserves the option to divide the project and award to more than one architect.

LIMITATIONS

The District reserves the right to contract with any entity responding to this RFP. The District makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing any proposal in response to this RFP. The awarding of the Project Architect contract(s), if at all, is at the sole discretion of the District.

RESTRICTIONS ON LOBBYING AND CONTACTS

From the period beginning on the date of the issuance of this RFP and ending on the date of the award of the contract, no person, or entity submitting in response to this RFP, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact through any means or engage in any discussion regarding this RFP, the evaluation or selection process/or the award of the contract with any member of the District, Board of Trustees, selection members, or any member of the interview committee. Any such contact shall be grounds for the disqualification of the Proposer.

PROJECT DESCRIPTION AND PROJECT BUDGET

The Governing Board for the Ross Valley School District in response to the ever increasing enrollment in the school district commissioned an update to the District's Master Plan that confirmed that the District can expect a significant increase in student population over the next 5 or more years. The current facilities are inadequate to offer the educational program of the District. To address these needs, the Board of Trustees placed a Bond Measure on the November 2, 2010 ballot to fund additional classrooms and supporting buildings in the District. In preparation for the Bond Measure the District engaged an architect to evaluate the existing campuses, propose preliminary schematic designs of possible solutions on each campus and

prepare a preliminary estimate of costs. The District has established an escalated construction budget of approximately \$37 Million for the Project. The District is also in the process of updating it's Educational Specifications and anticipated a working draft in early December of 2010.

The designs of the campuses shall as a starting point be based on the guiding principles established by the District, which are Safety, Learning Environment, Fiscal Responsibility, Flexibility, Accessibility, Maintainability and Sustainability. The District is also exploring the Small Learning Community (SLC) concept for the middle school.

The District supports the Collaborative for High Performance Schools (CHPS) Best Practices Standards. The Scope of Services provided by the Project Architect shall incorporate the CHPS criteria and best practices to the extent feasible.

PROJECT SCHEDULE

The BOT has not yet approved a schedule for the Project, however the expectation is that the Project will proceed as quickly as possible to provide much needed facilities to the expanding student population and to capture as quickly as possible State matching funding. The Project schedule will likely necessitate temporary classrooms on the campuses.

DESIGN TEAM QUALIFICATIONS

The ideal A/E team will have the following characteristics:

- Provide adequate staffing and resources to the projects. Maintain key staff through the duration of projects
- Have local proximity in order to provide: (1) team working/review sessions during design; (2) ease of team coordination meetings; (3) minimal cost to attend district meetings; and (4) quick response to field issues.
- Have an established Quality Assurance/Quality Control program.
- Work collaboratively with District staff and District's Authorized Representative.
- Be flexible in nature; with positive, can-do attitudes. Be solution-oriented.
- Be organized, effective and efficient. Exercise professional prioritization skills.
- Work easily with modern amenities like scanners, web based project management software and email, minimize communication via fax.
- Be proactive. Be prepared, working in advance of deadlines; consistently start state and local agency coordination early.
- Be comfortable working within the state and local processes, maintaining communication with the project team via email and/or other rapid methods on important events and/or delivery of documentation required by the state and local agencies.
- Be comfortable making in-field decisions, problem solving with engineers or experts via telephone during critical times of construction.
- Be mindful and tenacious about maintaining project budgets and schedules, especially during construction. Make decisions that support District goals and objectives, relative to scope creep and especially contractor initiated change orders

- Articulately communicate potential issues early and often. Provide thoughtful recommendations where applicable.

SCOPE OF SERVICES

The selected Project Architect and it's Design Team shall provide the scope of services that includes full architectural services through the design and construction phases of this Project that meets the project budget and schedule. The Design Team will organize meetings as required. The Design Team shall carry out the responsibilities briefly delineated in the scope of services set forth below. Such services shall be performed consistent with the highest standard of care for professionals performing similar scopes of services.

The Architectural Design team shall, as a minimum, undertake the following responsibilities, and any additional responsibilities reasonably necessary and customarily provided by an Architectural Design Team conducting business in the Bay Area:

Space and Functional Programming Phase

- Collect and Analyze data to complete a preliminary space program referencing the Education Specifications as well as meeting with District Facilities staff, neighborhood organizations and upper level District administrators for programming guidance
- Develop Functional Program including refinement of space adjacencies and special equipment needs.

Develop District Standard Specifications

- Participate in a series of workshops with the District's Director of Maintenance & Operations and District's Authorized Representative to review and develop District specifications.

Architectural Design and Development of Construction Documents Phase

- Review and validate existing conditions at the proposed sites as well as as-built documentation of the relevant existing facilities and utilize these in the preparation of the design documents.
- Develop alternate programming design concepts (at least three unique designs) and prepare programming design documents including cost estimate and basis of design
- Develop and finalize the chosen schematic design, including cost estimate and basis of design.
- Prepare project CHPS report for each building and present to District Facilities Committee for approval before the commencement of the Design Development phase.
- Basic design services shall include at minimum the following disciplines: Civil, Structural, Architectural (including landscaping and hardware specialist), Mechanical-HVAC, Plumbing, Electrical, Telecommunications (Voice, video and Data), Fire Protection, Security, Food Service, Acoustical, Independent Cost Estimator and all other upper division disciplines necessary for a complete facility.

- The architectural team will design to CHPS standards while designing buildings that require minimal maintenance and long term (50 year) durability
- Coordinate efforts with environmental and other district hired consultants. Provide supporting documentation required for environmental process
- Submit design documents to District, state and other governmental entities and/or utility providers as required for plan checks and approvals required under the Program Management Plan
- Assist the District in Bid Phase by preparing addenda and other documents as required
- Participate in estimating, scheduling, constructability review and planned maintenance meetings
- Participate in community meetings.

Construction and Close-out Phase

- Work closely with the District’s Program/Construction Manager throughout the construction of the facilities Provide construction administration support through submittal review, respond to contractor request for information, review the work for conformance to quality standards and assist with construction completion and acceptance
- Review contractor submitted change orders
- Prepare record drawings from contractor as-built drawings. Provide CAD and pdf drawings of as-built drawings as part of closeout
- Review contractor submitted closeout documents
- Assist the district with the preparation of all required agency and governmental close out documentation
- Obtain, prepare, coordinate and submit documents as required for DSA review and final certification of projects

SUBMITTAL FORMAT

Firms responding to this RFP for the Project must follow the format below. Material must be in 8-1/2 x 11 inch format and should be no longer than 30 pages excluding cover letter and tabs. The information presented under each heading should conform to the information requested. Each submission package will be reviewed to determine its completeness prior to the actual evaluation. If a respondent does not respond to all categories requested, the respondent may be disqualified from further consideration. Submittals shall include divider tabs labeled with boldface headers below, e.g. the first tab would be entitled “**Business Information**”, the second tab” **Project Approach**”, etc.

COVER LETTER – (maximum one page) shall have the name of the firm making the submission indicating your interest in working with the District. Include a brief description of why your firm is well suited for and can meet the District’s needs. The letter shall be signed by the individual authorized to bind the respondent to all statements and representations made therein and to represent the authenticity of the information presented.

Tab 1 – BUSINESS INFORMATION – provide the following information:

- Company name
- Address
- Telephone
- Fax
- Name and Email of main contact
- Federal Tax I.D. Number
- License or Registration Number
- Business Structure (Corporation, Partnership, etc)
- A brief description and history of the firm.
- Number of employees (licensed professionals, technical support.)
- Number of current projects and present workload and where possible, projected workload for the period in question
- Location of office where the bulk of services solicited will be performed
- Provide similar information for proposed Sub-Consultants

Tab 2 - PROJECT APPROACH

- Provide a statement demonstrating your firm's or team's ability to accomplish the scope of services in a comprehensive and thorough manner with an aggressive schedule in order to meet the client's goal of moving the Project into construction within the earliest possible timeframe.
- A brief written summary of the firm's philosophy related to the planning and design of the District's program.
- Describe your firm's approach to cost estimating including some history of cost estimates versus actual bid amount on three school projects awarded in the last five years. Include at least two examples of new construction projects.
- Describe your firm's approach to quality control/assurance procedures including coordination of design disciplines and state final certification, if any.
- Describe the approach to compliance with program requirements and conformance with Federal/State/Local applicable code requirements.
- Describe your firm's experience with construction cost reduction measures such as, but not limited to, value engineering in design and construction.
- Describe how your firm has incorporated the use of energy savings in design.
- Describe experience with sustainable design and CHPS in context of similar facilities

Tab 3 - RELEVANT K-12 PROJECT EXPERIENCE – Provide information about prior services/designs prepared by your firm on at least five (5) prior K-12 educational projects. Include the following information:

- Briefly state the significance of each relevant project your firm has worked on that you would like to be considered in this RFP.
- Specify role of firm or individual if work was not exclusively by the firm (i.e., joint venture, association).
- Provide at least two (2) examples of projects that have been phased during school occupancy while conducting renovation and new construction.
- Provide a list of the following for each project:

- project name and location
- beginning and end dates of project (including construction)
- square footage
- main program elements
- owner name with name of contact person
- date of each project Notice of Completion and final certification
- number of RFI's and Change Orders of each project
- original budget, bid amount & final amount at close-out
- owner reference, contact name and phone number
- key individuals of the firm involved and their roles in the project
- any sub-consultants that worked with the firm
- Reference all projects adhering to CHPS criteria your firm has worked on.

Tab 4 - PROJECT TEAM SUMMARY

- Identify key team members expected to work on this project, along with their resumes, including sub-consultants, and state their qualifications relevant to programming services and the scope of this project.
- Include additional references for proposed team including:
 - Principal – in – Charge
 - Project Manager
 - Project Architect
 - Construction Administrator.

Tab 5 – LITIGATION HISTORY – Provide a comprehensive five-year summary of the firm’s litigation, arbitration and negotiated/settled history with previous clients.

SELECTION CRITERIA

The most highly qualified firms designated from the RFP process will provide a Proposal consisting of a detailed scope of services and proposed design fee and schedule. After submission of the Proposal short listed firms will participate in the interview process. After the interviews, the Selection Committee will identify the firm/team that can provide the greatest overall benefit to the District.

Should the District be unsuccessful in negotiations with the firm with the highest score, the firm with the second highest score will be extended the opportunity to negotiate a contract.

Each Proposal will be evaluated and ranked on the criteria set forth below. The criteria will be weighted as noted below in determining award.

Statement of Proposals Response (100 Points)

1. Relevant experience of the firm (30 points)
2. Project Approach (25 points)
3. Qualifications of proposed staff (25 points)
4. References & Litigation History (10 points)
5. Project understanding (10 points)

SUBMISSION GUIDELINES

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Each Submittal must conform and be responsive to the requirements set forth in this RFP. The District reserves the right to waive any informalities or irregularities in received Submittals. Further, the District reserves the right to reject any and all Submittals and to negotiate contract terms with one or more respondent firms for one or more of the work items.

The District hereby notifies all respondents that it will affirmatively insure that, in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit its response to this RFP and no respondent will be discriminated against on the grounds of race, color, sex, age, ancestry, religion, marital status, national origin, medical condition or physical disability, or sexual orientation on consideration for the award.

The District reserves the right to change the dates on the schedule without prior notice.

RFP RESPONSE SCHEDULE SUMMARY:

DATE	EVENT	TIME DEADLINE
November 09, 2010	Release of RFP# 2010-3	
December 7, 2010	Deadline for submission of written questions to District concerning RFP# 2010-3	5:00 pm.
December 13, 2010	Deadline for all submissions in response to RFP# 2010-3.	4:00 pm
December 2010 To be determined	Interviews of short-listed Firms.	Begin 9:00 a.m. / continue as needed
December 2010 To be determined	Notification to selected Firm	

THANK YOU FOR YOUR INTEREST IN THIS EXCITING PROJECT!